

BOARD OF DIRECTORS' EXECUTIVE MEETING MINUTES
THE GARDENS AT HERITAGE GREEN CONDOMINIUM ASSOCIATION, INC.

Date: May 12, 2025

Time: 6:30pm - 7:30pm

Location: ZOOM Call

An executive meeting of the Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. was convened.

Attendance was as follows:

Matt Brownfield - President (absent)

Mara Burns - Vice President (present)

Debbie Lynch - Treasurer (present)

Louise Smith - Secretary (absent)

Dale Carney - Chair Insurance Asset Committee (absent)

Leslie Blackstock - Chair Architectural Committee (present)

Nancy Appel - Chair Landscape Common Area Committee (present)

Bill Schumacher - Chair Finance Committee (present)

The meeting was called to order by the Vice President, in the absence of the President, who then conducted the roll call. The following items were subsequently discussed:

1. The Board initiated discussions concerning Louise Smith's decision not to resign from the HOA, despite her prior offer in an email dated May 7. Her resignation had been requested due to ongoing contentious interactions with The Hawks Group forcing their resignation as our Property Management Company, as well as similar patterns of contentious communications with fellow Board members and Community residents. At the Emergency Board Meeting held on May 8, all Board members formally requested Louise's resignation.
2. The Board discussed potential adjustments to Louise's role as Secretary, specifically aimed at limiting her interactions with The Hawks Group. It was agreed that her responsibilities would be confined strictly to her core duties—taking meeting Minutes and scheduling meetings —rather than becoming involved in the broader scope of other Board members' roles. Bill will work with Matt as soon as possible to draft a formal letter outlining Louise's responsibilities and clarifying that no additional tasks would be expected of her until further notice.

3. Nancy Appel reported that her husband has offered to explore new website solutions following the recent crash of the current website, which has resulted in limited or no access. It was noted that numerous Board documents and communications appear to be missing. In response, Leslie Blackstock informed the Board that when The Hawks Group was appointed several years ago as the Property Management Company, they assumed responsibility for all Board and website-related materials, including hard copies, floppy disks, and flash drives. Leslie assured the Board that all materials can be retrieved and uploaded to a new platform, if necessary.
4. Dale Carney, Chair of the Insurance Asset Committee, resigned due to ongoing health concerns. In response, the Board agreed that the Treasurer and Finance Chair would temporarily take on that committee's duties until a formal vote is held to appoint a successor. The Finance team has actively begun exploring long-term solutions, as these responsibilities naturally align with their scope of job duties. During the discussion, Nancy Appel suggested she may know a potential candidate, while Leslie Blackstock nominated her daughter, Brittany Duncan, as a willing and qualified contender to serve on the Board.
5. Leslie Blackstock will reach out to The Hawks Group to request a letter from them to be addressed to the Community stating their intent to rescind their resignation. The letter should clarify that this reversal is contingent upon having no further communications with Louise Smith, the current Secretary, and should include an explanation of the circumstances surrounding their initial decision, along with their willingness to remain as our Property Management Company. The Board agreed to review the letter from The Hawks Group for approval prior to distribution to the Community.
6. The Board expressed its intention to distribute The Hawks Group's letter to the community at the earliest convenient opportunity, in an effort to address residents' concerns regarding the rumored resignation. As a unified body, the Board agreed to reassure the community that The Hawks Group has committed to remaining as our Property Management Company, with the understanding that all communications with a specific Board member have been discontinued.
7. Mara said she had a couple of questions to pose to The Hawks Group and asked if it was appropriate and Bill asked that there be no further communications with The Hawks Group until further notice.

The meeting was adjourned.